

**RFP NNA04031827R-GVW**  
**Questions and Answers**  
**Set 4 – May 21, 2004**

**PREFACE:** The questions identified in this Set 4 include those questions marked "Reserved" under Set 3 as well as additional questions received since the posting of the final RFP.

**"RESERVED" QUESTIONS FROM Q&A SET 3**

Q66: The ASRS, PSRS, and SIRS work are conducted in closed environments for obvious reasons. We have found that it is exceedingly difficult to obtain the detailed technical information to write a competitive Understanding the Requirement section of our Mission Suitability volume. Because Mission Suitability is the most important proposal volume, we request that the Government establish a reading library at ARC that contains the documents indicated below. *(The lengthy list has been omitted.)* We are concerned that, without access to this documentation set, the non-incumbent bidders are placed at a considerable competitive disadvantage. This library should include the capability to photocopy the provided documents (at the bidder's expense).

A66: As stated in Q&A Set 3, a number of the documents requested are new requirements for this procurement; thus, there are no existing documents that can be provided. However, there are documents which will be maintained as a library by the Contract Specialist and made available to potential offerors. Available documents are listed below:

- Security Plan
- Contingency Plan
- Analysts Workbench User Guide
- Published papers on Perilog
- Subcontracting Plan

Most, if not all, of these documents will be redacted to exclude sensitive material. Offerors wishing to view these documents must contact Gail Woll (650-604-6888) or, in her absence, Joanne Comstock (650-604-6038) for appointments. Notes may be taken, but no copies of documents will be allowed.

Q67: Is the list of reference materials limited to the ones listed in the RFP?

A67: See A66.

Q68: Will the Security Plan be made available?

A68: See A66.

Q72: What limited immunity does the PSRS System provide to VA Personnel?

A72: The limited immunity, called "use immunity," was established in the Interagency Agreement between NASA Ames Research Center and the Veterans Administration. The VA has agreed that the PSRS reports are protected under the provisions of 38 USC 5705. Refer to the PSRS website for more information (<http://psrs.arc.nasa.gov>).

Q73: How would you propose to extend this immunity beyond the VA System?

A73: N/A; the PSRS System will not extend beyond the VA.

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- Q97: Are all members of the Incumbent Contractor staff currently located within 10 minutes of Ames?
- A97: All members of the current prime contractor staff, as well as some subcontractor staff, are located within 10 minutes of Ames. However, note that the RFP change the proximity requirement from within 10 minutes to 10 *miles* of Ames Research Center.
- Q98: Is it required to have all personnel working on this project be within 10 minutes of Ames Research Center?
- A98: Any prime or subcontractor personnel with direct access to reports or who are part of the report processing procedure must be located within 10 miles of Ames Research Center. See also A97.
- Q99: Does the Incumbent Contractor currently maintain a facility within 10 minutes of Ames?
- A99: Yes. See also A97.
- Q119: Reference L.7.(b): One of our sub-contractors is a new company, but has nationally recognized individuals in very relevant fields. These are individuals with published works, PhDs, significant bodies of medical work and the like. Should past performance questionnaires be submitted related to these individuals?
- A119: Offerors with no corporate past performance will be evaluated in accordance with FAR 15.305(a)(2)(iv); however, consideration will be given to information provided pursuant to FAR 15.305(a)(2)(iii).
- Q125: Does an 8(a)-SDB firm bidding as Prime have to show its plan for meeting the WOSB, HUB zone, HBCU portion of the SDB goals of this RFP?
- A125: Small businesses, including 8(a) firms, are not required to submit a subcontracting plan. However, all offerors are required to discuss the degree of participation and extent to which they are committed to meeting the Government's SDB goals. See Section L.8(a)(3)c.
- Q127: What Historically Underutilized Business Zone (HUBZones) and HUBZone Businesses exist within 10 minutes of Ames?
- A127: Assuming this question is directed toward subcontracting opportunities, keep in mind that subcontractors do not necessarily need to be within the 10-mile prescribed proximity from Ames Research Center. However, see A97 and A98. HUBZones and HUBZone Businesses can be found through the following Small Business Administration web site: <https://eweb1.sba.gov/hubzone/internet/>.
- Q128: What HBCUs exist within 10 minutes of Ames?
- A128: See A127. The HBCU category includes Other Minority Institutions also. There are several Government web sites that contain lists of HBCUs. The following sites are examples (there are others):  
<http://www.selltoairforce.org/storefront/search.asp>  
<http://www.acq.osd.mil/sadbu/hbcumi/Home.htm>  
<http://www.dtic.mil/dtic/hbcumi/>

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- Q138: Section M.3.c states: "Mission Suitability and Past Performance are most important, and, ... are approximately equal in importance. The Cost factor is somewhat less important ..." Because the incumbent contractor has held the ASRS contract since 1977, it will be difficult for any other bidder to have more relevant past performance credentials. Since the successful company will be retaining nearly all of the incumbent employees with their knowledge and experience, we believe the weight given to relevant experience is far too great. We suggest that Mission Suitability remain important, Cost be elevated above Past Performance and approximately equal in importance to Mission Suitability, and Past Performance be somewhat less important. Further, we request that Past Performance be evaluated based on the bidder's demonstrated experience performing on and managing contracts of similar size and complexity; not on its "direct relevance."
- A138: The RFP language for M.3(c) was changed to: *"Of the evaluation factors identified above, Mission Suitability is slightly more important than Past Performance and Past Performance is slightly more important than Cost. Offerors shall note that items within any factor, if found to be unsatisfactory, may be the basis for rejection of an offer."* Also, the "Definition of Adjectival Ratings" table in M.2(b)(2) [page 69] has been modified to remove the words "identical" and "very" similar from the Excellent and Very Good adjectival ratings definitions.

**NEW QUESTIONS**

- Q143: The posted document entitled "Highlights of the NASA Ames Research Center Aviation Safety Reporting Systems (ASRS) and Related Systems" indicates that "The Government intends to award a Cost-Plus-Award-Fee type contract," as the RFP states in Section B and other places in the RFP. However, the RFP also refers several times to task orders and task ordering procedures (e.g., Attachment M, Attachment C1, Section H). Please clarify. Does the government intend to award a CPAF task-order-type contract?
- A143: As specified in RFP paragraph L.3, *Type of Contract*, and reflected by B.1, *Estimated Cost and Award Fee*, the Government intends to award a Cost-Plus-Award-Fee contract. (See FAR 16.305.) Task Orders (as defined in FAR 16.501-1) will also be used in accordance with NFS Clause 1852.216-80, *Task Ordering Procedure*.
- Q144: The response to Question 75 (posted May 6, 2004) indicates that "Offerors are not required to propose staff members for the SIRS Reporting System in their proposals. However, they should propose a SIRS program manager. It is anticipated that in FY05, three SIRS WYE will be needed, which includes the program manager." Please clarify that the government expects to see only a program manager proposed for the SIRS program.
- A144: Only a SIRS program manager needs to be identified in the offeror's proposal. Additional personnel may be added in the future as the program funding and requirements are developed.
- Q145: The RFP (Section L.6.d. 6) indicates that only Key Personnel shall attend the oral presentation. Although not considered Key Personnel, may the contractor's Contracting Officer attend the oral presentation?

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- A145: The oral presentations are limited to Key Personnel to maintain order and avoid any discussions.
- Q146: Reference: L.8 (a) (3) b.2 bullets 3&4: We are instructed to provide resumes, portfolios, and references for key personnel and to demonstrate key personnel commitment. Are resumes, portfolios, references and letters of commitment excluded from the written proposal page limitation of 100 pages for Volume I? May the referenced documents be included as an appendix to Volume I?
- A146: Reference L.8, Proposal Preparation – Specific Instructions, (a) Mission Suitability Proposal (Volume I), (3) Subfactors, b. Management Approach (Subfactor), 2. Key Personnel (Element) requires that resumes, portfolios, and references for key personnel be provided in Volume I. The Written Proposal Page Limit for Volume I is 100 pages and the Oral Presentation Chart Limit is 45 Charts. Any appendixes will be included in the page count.
- Q147: Reference: L.6(c) (2): Instructions state that a cover letter and the completed Section K as well as the listed information should be provided with the proposal. Do you want the requested cover letter and Section K included with a specific volume? If not, do you want a copy included with the Cost Proposal that will be sent to the DCAA office?
- A147: The cover letter and Section K should not be included with any specific volume. A copy of the cover letter should not be sent to the DCAA office.
- Q148: Reference: L.7(b) - Helvetica font: Since the required font is not one that is readily available, would the Government also permit a more common font such as Times New Roman or Arial?
- A148: Yes, in addition to Helvetica, the Government will permit the use of Arial. This change to the RFP will be reflected in the next amendment.
- Q149: The Past Performance requirements now limit our submission of relevant contracts to only three Government contracts and two commercial contracts. We can offer more than three very relevant government contracts but no relevant commercial contracts. Since the purpose of this volume is to show relevance of past performance, we request that the requirement be changed to allow a total of five contracts, of which at least three must be government contracts.
- A149: The purpose of the Past Performance requirement is to assess the relevant experience by offerors, which might range across both the private and public sectors. It is expected that not all offerors will have the maximum number of contracts in either sector. No offeror will be "marked down" for having less than the maximum number of either public or private sector experience
- Q150: Reference: L.8 (b)(8)a.4. (last paragraph), page 62: The last two sentences of this paragraph restate small business requirements that are contained in Volume I (page 59). We assume that these two sentences can be ignored as part of the past performance requirement.
- A150: Correct. These two sentences will be struck from the solicitation via amendment.

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Q151: Is Analysts Workbench GFE and will NASA provide training on the application?

A151: The Analysts Workbench is an interface tool to the Oracle software for the ASRS, PSRS, and SIRS databases. Training is expected to occur during the phase-in/phase-out transition process.

Q152: Will NASA provide training on "Multiple Report Matching" software?

A152: The Multiple Report Matching tool is also an interface to the Oracle software for the ASRS, PSRS, and SIRS databases. Refer to A151.

Q153: What is the phase-in requirement of the existing contractor to the new contractor?

A153: The current contract contains the FAR clause [52.237-3](#), *Continuity of Services*, which requires the incumbent, in part, to "negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required." Refer to the complete text of the clause for specific requirements.

Q154: Who is the point of contact at TSA in the Department of Homeland Security for the current recipient of aviation security reports from the ASRS program or the future SIRS program. Can you provide the relevant contact information?

A154: Aviation security reports submitted to the ASRS program are being forwarded to the TSA Headquarters Office (TSA7-200). The process for forwarding future SIRS reports is currently under development.

Q155: I was wondering if you could give us a Point of Contact at TSA to discuss the needs and issues of the SIRS program. We currently have a few projects with DHS/TSA and we would like to get a better understanding of the SIRS program from their viewpoint.

A155: SIRS is a NASA funded, developed, and managed program and does not receive any of its program requirements from the Department of Homeland Security or the Transportation Security Administration.

End of Q&A Set 4